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U.S. Bureau of the
Census

Fifteenth census

Washington

1931

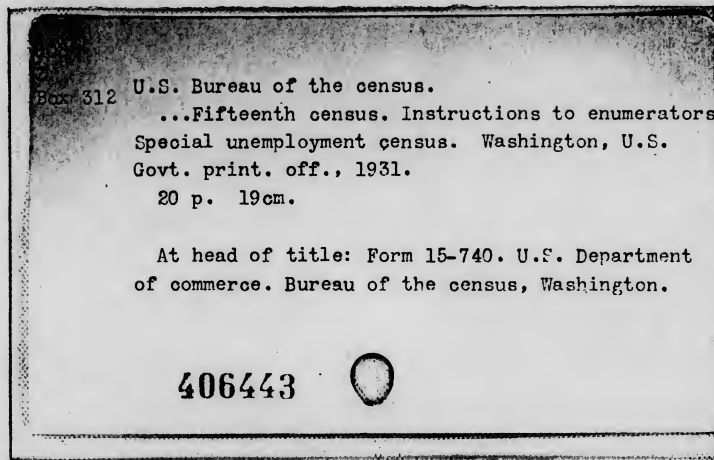
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Form 15-740

FIFTEENTH CENSUS OF THE UNITED STATES

**INSTRUCTIONS TO
ENUMERATORS**

SPECIAL UNEMPLOYMENT CENSUS

1931

308

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Box 312

**U. S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS**

Form 15-740

U. S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
WASHINGTON

—
FIFTEENTH CENSUS
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INSTRUCTIONS TO ENUMERATORS

• SPECIAL UNEMPLOYMENT CENSUS



UNITED STATES
GOVERNMENT PRINTING OFFICE
WASHINGTON : 1931

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Feb. 7/31/20

FOREWORD

In order to give proper interpretation to the statistics on unemployment compiled from the enumeration made last April, it is found necessary to take another census of the unemployed in 20 of the principal cities. This census will be taken in January, 1931. Inquiries will be made of each person coming within the scope of the census similar to those made in connection with the enumeration of the population in April, 1930. The schedule, Form 15-737, contains all of the information carried on the schedule for unemployment used at the last census, and, in addition, some of the inquiries carried on the schedule for the census of population.

The instructions for this unemployment census correspond as closely as possible with the instructions for the enumeration in April, 1930. Each enumerator for this special census of the unemployed will be given one or more of the enumeration districts assigned to the enumerators last April. As only the unemployed are to be enumerated, the same enumerator can cover a larger territory than was covered by the enumerators who enumerated the population. They will be furnished with a description of the separate enumeration districts for which they are required to make the canvass. It is important that each of these districts be canvassed in order. The enumerator must go down each street, around each block, up each alley and court, and be careful to make inquiry at every house or other place in which people may reside. He is to inquire of a person in authority, in each family, in each house, the name of the head of the family, the number of persons in the family, and the number of persons, if any, engaged in gainful occupations, either working for others or on their own account. The answers to these questions must be entered in the Family Record Book (Form 15-743). Having established that there are one or more persons in the family who have gainful occupations, he is to inquire if they were all at work on the day preceding his visit. For each person who was not at work on that day, he must obtain answers to the inquiries on the Unemployment Schedule (Form 15-737).

To assist the enumerators to a knowledge of the conditions existing in the enumeration districts they will canvass, the total population of each district (and the number reported on the Unemployment Schedule at the last enumeration) is given for each enumeration district.

INSTRUCTIONS TO ENUMERATORS

GENERAL INSTRUCTIONS

1. Responsibility of enumerator to supervisor.—All of your duties as a census enumerator are to be performed under the direction of the supervisor.

2. Rules and instructions.—You must read carefully and observe the rules and instructions which follow. If questions or difficulties arise which are not covered by these instructions, you should apply to your supervisor for further instructions.

3. Use of portfolio.—The portfolio that was used by the enumerator who canvassed the district in the census of April, 1930, will be used in your daily canvass. Some of the instructions pasted inside the cover apply only to that census, and should be disregarded at this time. You must, however, study carefully the description of your district and the map which defines the area to be canvassed.

4. It will not be necessary for you to carry in the portfolio, on any one day, any more schedules than will be required in that day's work. On the completion of the canvass of any enumeration district, the portfolio must be turned in to the supervisor, who will then furnish you with the portfolio for the next enumeration district to which you are assigned.

5. Care of schedules.—Blank schedules not in use and schedules already filled out must be put away in a safe place where they will not be accessible to unauthorized persons. The schedules may be doubled over as they are carried in your portfolio, but they should not be sharply folded or creased, and when not in the portfolio they should be kept flat.

6. Certificate of appointment.—Your certificate of appointment is evidence of your authority to ask the questions required by the census act. This certificate should be exhibited whenever its use will aid you in obtaining the information you seek. It must not leave your possession until after you have finished the enumeration of the district which it covers, when it is to be returned to the supervisor with your completed schedules.

7. **Assignment of territory.**—In a majority of cases each enumerator will be assigned one enumeration district and will receive one portfolio, which will contain all the material he will need in his work.

8. When two or more districts are assigned to an enumerator, he should ordinarily complete all work on the first district before beginning the second, and so on.

9. **Enumeration district.**—The limits of the district (or of each district) within which you are to take the census are stated on the inside of the portfolio. For most districts a map of the district is pasted on the inside of the back cover of the portfolio. Outside of your district (or districts), as thus described, you have no authority and will have no census duties to perform unless otherwise instructed.

10. **Complete canvass required.**—It is your duty *personally* to visit every family within your territory; to obtain the information required with reference to them; and to enter the same on the census schedules.

11. **Refusals to answer.**—In case your authority is disputed, show your appointment certificate, which you must carry with you. But it is of the utmost importance that your manner should, under all circumstances, be courteous and conciliatory. In no instance should you lose your temper or indulge in disputes or threats. Much can be done by tact and persuasion. Many persons will give information after a night's reflection which they refuse to give when first visited.

12. Should any person object to answering any question on the schedules, you should explain that the *information is strictly confidential*, that it will not be communicated to any person whatever, and that no use will be made of it which can in any way injuriously affect the interests of individuals. After all other means have failed, call the attention of the person refusing to give information to the penalty provided in section 9 of the census act for refusal to give information requested. Should the person still refuse to give the information, enter in your record book the name and address and the words "Refused to answer," and report the facts to your supervisor.

13. **Untruthful replies.**—You have a right not only to an answer but to a truthful answer. Do not accept any statement which you believe to be false. Where you know that the answer given is incorrect, enter upon the schedule the correct answer as nearly as you can ascertain it.

14. **Obligation to secrecy.**—You are forbidden to communicate to any person any information obtained by you in the discharge of your official duties. By so doing you will render yourself liable, upon conviction, to a fine not exceeding \$1,000, or to imprisonment not exceeding two years, or to both fine and imprisonment. (See sec. 8 of the census act.) Be particularly careful, when enumerating a family, that no member thereof is reading the entries you are making or the entries you have made for other families. You are not permitted to show anyone the schedules which you have filled out or to retain copies of the schedules or of any parts of them.

15. If, at the close of the enumeration, you are asked questions regarding the unemployment situation in your district you should reply that you are forbidden by law to answer. All such requests, whether from newspapers, local officials, or individuals, are to be referred to your supervisor.

16. **Falsification of returns.**—You have not the right to omit any family or any unemployed person residing in your district. You are also forbidden to enter upon the schedule the name of any fictitious person, or of any person not entitled to be enumerated, or to make any fictitious or untruthful statement concerning any person enumerated. The penalty for willful falsification of the returns is a fine not exceeding \$2,000 or imprisonment not exceeding five years, or both.

17. **What constitutes a day's work.**—Enumerators are expected to devote at least eight hours every day, beginning January 15, to the diligent canvassing of their districts.

18. Where you can best obtain the required information in the evening, you are at liberty to do so.

19. **Delegation of authority forbidden.**—You must not delegate your authority to any other person, or employ or permit anyone to do for you any of the work of enumerating your district.

20. **Not to be accompanied or assisted by unauthorized persons.**—You must not permit anyone to accompany or assist you in the performance of your duties, except duly appointed officers or employees of the Bureau of the Census to whom the oath of office has been duly administered.

21. **Daily report cards.**—Report cards (Form 15-739) are furnished in sufficient number to cover the period of enumeration in your district. These cards are addressed to your supervisor, and one card is to be mailed each day under ordinary conditions.

22. **Diligence in enumeration necessary.**—Be prompt and expeditious in doing your work. Do not lose time or loiter by the way. On entering a house state your business in a few

words, ask the necessary questions, make the proper entries, and then leave the premises.

23. Payment for services.—The rates of compensation to be allowed you for your services as enumerator are stated in your appointment certificate. A voucher corresponding to these rates, made out in duplicate on the basis of the schedules you have turned in, will be sent to you by your supervisor for your signature.

24. Expenses.—In fixing the rates of compensation it has been assumed that these rates would constitute the enumerator's entire payment for services and for incidental expenses, including transportation.

25. Interpreters.—The law does not contemplate that interpreters shall be employed to assist enumerators except in extreme cases. If the services of an interpreter seem absolutely necessary for the proper enumeration of a considerable number of families in your district who do not speak English or any language which you can speak, you should report the fact to your supervisor, stating the character and extent of the services of interpreters which you need.

26. In the case of an occasional family that does not speak English or any language which you speak, you can usually get along without the aid of a paid interpreter. If you can not make the head of the family understand what is wanted, call upon some other member of the family; and if none of the family can understand, then, if possible, obtain the unpaid assistance of some neighbor of the same nationality.

27. The supervisor for your district, if he is satisfied that it is necessary, will employ an interpreter and will arrange with you as to the most convenient time for his work in your district. The law stipulates that it shall be the duty of an interpreter to accompany the enumerator and faithfully translate his inquiries and the replies thereto, but that an interpreter shall not in any case perform the duties of an enumerator. The interpreter will be paid directly through the supervisor and not by the enumerator, and you will have nothing to do with his employment except as arranged through your supervisor.

28. General method of filling out schedules.—Use *black ink*. Take pains to write legibly and to keep your schedules neat and clean. Do not hurry; be sure that you know the proper entry and where it should be made, before making it, so as to avoid erasing and interlining. Write each name on one of the numbered lines of the schedule and *never* crowd an additional name in between the lines, or at the bottom of the sheet, as this makes it difficult to count the names accurately.

29. Copying schedules.—Try to make the entries on the schedule with such care that copying will not be required. If schedules are copied, great pains must be taken to see that the copy is exactly like the original. In copying the schedule, copy line by line and not by columns. Use a ruler to keep the place, and take great pains to see that the ruler is not displaced. Otherwise you are likely to copy entries on the wrong lines.

30. Definite answers.—Try to get a definite answer to each inquiry according to the instructions herein given. But, if after every effort has been made, you can not obtain the desired information write "Un" (for unknown). For questions like that on age, however, enter an approximate figure, if one can be obtained, rather than "Un." For example, if your informant says that she does not know how old a person is, but that he is about 45, enter "45" rather than "Un."

31. All buildings to be visited.—Be careful to include in your canvass every occupied building or other place of abode in your district and to make a record of each building in your Family Record Book. Before leaving any building make sure that you have included all persons living in that building.

32. Note, however, that you are not to canvass any institution, such as a jail, hospital, or home for the feeble-minded, unless quarters in this institution are temporarily used as a lodging house for the unemployed. In such cases, you will be specifically instructed by your supervisor to canvass the institution.

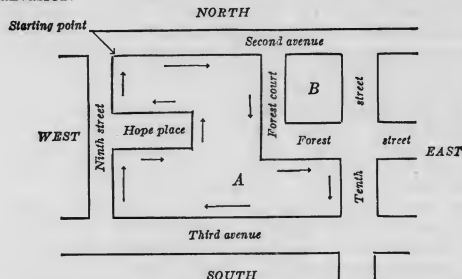
33. If any dwelling house or apartment is closed on the day of your visit, do not take it for granted that the place is unoccupied. Find out whether anyone is living there. In an apartment house you should obtain from the manager or the person in charge a list of the tenants, in order to make sure that you omit no one.

34. If a building appears to be used for business purposes only, do not take it for granted that no one lives in it. Make inquiries. Keep in mind also the fact that many clubhouses have at least a few resident members.

35. Individuals out of families.—Be careful not to overlook persons living entirely alone, such as a person occupying a room or rooms in a public building, store, warehouse, factory, shop, or garage, and having no other usual place of abode; or a person living alone in a cabin, hut, or tent; or a person sleeping on a river boat, canal boat, or barge, and having no other place of abode.

36. Method of canvassing a city block.—In canvassing your district you should canvass one block or square at a time. Do not go back and forth across the street. Begin each block at one corner, keep to the right, turn the corner, and go in and out of any court, alley, or passageway that may be included in it until you reach the point of starting. Be sure you have gone around and through the entire block before you leave it.

37. The arrows in the following diagram indicate the manner in which a block containing an interior court or place is to be canvassed:



(Note that block marked "A" is to be fully canvassed before work is undertaken in block "B.")

38. First days' work.—The supervisor, or some one designated by him, will review your first day's work, or the first work you do, concerning which he will advise you. If any questions arise in the beginning of your work, ask the supervisor about them when you submit the first schedules for review. It is important that you get started right, for if your work is incomplete or inaccurate in any respect, it will be your duty, upon the request of the supervisor, to correct or complete it before you are paid.

THE FAMILY RECORD BOOK

39. Certain information with regard to each family visited is to be recorded in the Family Record Book. This includes the street and number, the name of the head of the family, the number of persons in the family, and the number of persons (if any) to be reported on the Unemployment Schedule. For the pur-

pose of obtaining this information, you should ask some responsible person in each family four questions, somewhat as follows:

- (1) How many persons are there in the family or household, including boarders and lodgers?
- (2) Are there any persons who are usually engaged in any gainful occupation?
- (3) Were there any of these persons who for any reason were not at work yesterday (or on the last regular working day)?

For more specific instructions with regard to persons at work, etc., see paragraphs 46 and 51.

40. For each person reported as not at work, you must obtain additional information as directed below in paragraphs 46 and 51.

41. Since the Family Record Books will be used as the basis for the enumerator's compensation for "families visited" the entries should be made with as much care as the entries on the Unemployment Schedule.

42. An entry must be made in the Record Book for every family. Keep this particularly in mind when you are canvassing a building in which several families reside.

43. Families out on first visit.—In case a family is out at the first visit, or in case the only persons at home are young children, servants, or other persons not able to supply the required information, you should record this fact in your Family Record Book, and return later to enumerate this family. If there is any one at home, the information should be secured on the first visit.

THE UNEMPLOYMENT SCHEDULE

44. The heading of the schedule.—Fill in the blank space at the top of each page above the heavy black line before entering any names. Number the sheets in the exact order in which you use them. Each sheet must be numbered the same on the "A" side and on the "B" side, thus: 1-A and 1-B, 2-A and 2-B, etc. Enter at the head of each sheet, as indicated, the number of the enumeration district, the name of the State, the name of the city, and the ward of the city.

45. Date.—If a page of the schedule is not completely filled at the end of a day's work, do not leave it blank, but draw a line in the left-hand margin of the schedule just under the number of the line for the last person enumerated on that day, and on the following day enter the date in the margin under this line and opposite the name of the first person you enumerate. For instance, if at the close of January 20 you had enumerated 40 persons on a schedule, draw a heavy line in the left-hand margin just

under the line number 40, and on the next morning write "January 21" in the margin opposite 41, showing that you began work at that number.

46. Persons to be reported.—Enter on the schedule the name of every gainful worker who was not at work on the last regular working day preceding your call—usually the day immediately preceding. Do not include any person who can not say that he "usually" works at a gainful occupation, nor any young person who has not yet had a job. Do not complete the entries for persons who have retired; persons who, on account of permanent disability, are not seeking employment; nor young persons who work without wages for their own parents.

47. In certain occupations, the employees have "rest days" in rotation. Some street-car men, for example, begin the week's work on Tuesday and finish on Sunday, having a "rest day" on Monday. Railroad men may make runs on alternate days, working Mondays, Wednesdays, and Fridays, for example, and resting on the intervening days. Such persons should not be returned on the unemployment schedule, even though not at work on the day before your call.

48. In the case of men who are in a business of their own, it may not always be easy to determine whether the man is actually at work. In general, such men should be considered as "at work," if the business operates continuously under their orders, even though they may have been temporarily absent on the last regular working day. No unemployment return should be made for the professional or business man who is an active manager of his office, store, or factory, even though he may be absent or not occupied with matters for which he receives pay on the day in question. For example, a man operating a cobbler shop, or an automobile repair and service station, should be considered as "at work" on a given day, if he spent any part of that day in the shop, even though he may not make any sale or do any work for which he receives payment. Similarly, doctors, lawyers, dentists, and other professional men, and proprietors and managers of retail stores who put in time at their place of business should be considered as "at work."

49. Highly skilled workmen, salesmen, foremen, superintendents, and managers whose pay is on a monthly or annual basis are to be considered as "at work," if they receive full pay and their working time is definitely engaged, even though they have days of partial or complete idleness now and then.

50. Persons who normally work only part time and do not wish a full-time job should not be returned on the schedule, unless such part-time employment fails. For example, a waitress who works

three hours daily during the lunch period is to be considered as "at work," if she was employed for this period "yesterday," and a seamstress or laundress who regularly works one or more days a week, either at her own home or elsewhere, and desires no additional work, is to be considered as "at work," if she worked on her last regular working day preceding the enumerator's visit.

51. Men locked out or on strike are to be returned on the unemployment schedule, although in receipt of trade-union striker's benefits or occupied in the conduct of the strike. Men who customarily work "by the job" are not at work, if they have no job in process, even though actively seeking new contracts. Retail dealers are not "at work" if their last business has been permanently closed, although they may be planning a new enterprise. You will find every now and then a man who has been operating a small grocery or other retail store which has failed and who at the time of the enumeration is doing nothing at all which yields an income, but spends his time seeking new opportunities. Return such a man as "not at work."

52. A woman reported as regularly pursuing some gainful occupation in her own home or outside, in addition to her own housework, is to be returned as "not at work," if for any reason this gainful occupation fails, although she may continue to perform her household duties. Thus, a woman who usually works as a laundress two days a week, in addition to her housework, is to be returned on the schedule as "not at work," when the work as a laundress fails, even though she is quite fully occupied at home. Similarly, the saleswoman in a store, working daily in the rush hours, or on days of special sales, or week-ends, is to be returned as "not at work" when this employment fails, although she may be busy at home duties.

53. Men who busy themselves with repair jobs, gardening, and home duties in the intervals of their regular occupations are to be returned as "not at work" if they were not working at their regular occupation on the last working day before the call of the enumerator. Coal miners and longshoremen are to be returned as "not at work" if they are idle on the day to which the question applies, even though they get in as much time weekly as is usual at the mines or wharves where they are accustomed to labor. In general, the list of those "not at work" should include all who did not labor at their gainful occupation on their last regular working day preceding the enumerator's visit.

54. Persons will be found who have been long unemployed because of change in industry, the introduction of machines, or the decline of production in certain lines. If able and willing to do

work of any kind, these persons should be returned on the unemployment schedule, provided they still expect to find employment and resume work.

55. Note that while in the Family Record Book you have entered only the names of the heads of families, you must enter on the Unemployment Schedule the names of any and every member of the family (including boarders and lodgers) who fits the requirements set forth in the preceding paragraph; that is, the name of every gainful worker who was not at work "yesterday."

56. **Column 1. Street, avenue, road, etc.**—In this column write the name of the street, avenue, court, place, alley, or road lengthwise.

57. The places at which you begin and end work on any street are to be marked by heavy lines in ink (————) across the first and second columns.

58. **Column 2. House number.**—Write the house number, if there is one, opposite the name of the first person enumerated in the house. If a house is in the rear of another one fronting on a street and has no number of its own, give it the same number as the front house and add the word "rear."

59. **Column 4. Does this person usually work at a gainful occupation?**—Write "Yes" if the person is usually employed at any occupation yielding an income of any amount. This applies to part-time workers, even though they work only a few hours a day or only a day or two a week. For example, for a woman employed one day a week as a laundress, in addition to doing her housework at home, the answer should be "Yes"; and a home worker regularly making garments or artificial flowers in the intervals of home or school duties, and getting in the equivalent of a day's work or more each week, should also be recorded as usually working at a gainful occupation. For workers whose occupation is very irregular and uncertain, such as common laborers and longshoremen, the answer should be "Yes," even though they have been idle for a long time and have no immediate prospects of finding a job.

60. Write "No" for any person who could not say that he "usually" worked. Write "No" for persons who have not yet begun to work, old persons who have retired from active service, persons living on their income or on accumulated funds, and those who for any reason decline to work or choose not to work. For housewives not usually employed outside the home, but accepting small jobs to be done at home or occasionally accepting a temporary position; for school boys and girls, and for college students who may accept jobs, if and when the pay is especially tempting, the answer should be "No." For the

aged, or those unable to work, except, occasionally, because of sickness, the answer should be "No." In all cases where "No" is entered, no further answers should be given on the unemployment schedule. Further, you should at once cancel the entries for street, house number, and name, which you have already made.

61. **Columns 5 and 6. Occupation and industry.**—An entry should be made in this column for every person reported on the unemployment schedule. The entry should be the gainful occupation pursued—that is, the word or words which most accurately indicate the particular kind of gainful work done, as *carpenter, dressmaker, salesman, newsboy*. A "gainful occupation" in census usage is an occupation by which the person who pursues it earns money or a money equivalent, or in which he assists in the production of marketable goods. The term "gainful worker," as interpreted for census purposes, does not include women doing housework in their own homes, without wages, and having no other employment, nor children working at home, merely on general household work, on chores, or at odd times on other work. For the purposes of this unemployment census, young persons working for their parents without wages are not to be reported.

62. **Illustration of occupation returns.**—The following illustrations will indicate the method of returning some of the common occupations and industries:

Column 5	Column 6	Column 5	Column 6
Farm laborer.....	Farm.	Commercial traveler.....	Dry goods.
Clergyman.....	Baptist church.	Salesman.....	Department store.
Laborer.....	Shipyards.	Bookkeeper.....	Automobile factory.
Laborer.....	Street construction.	Assembler.....	
Laborer.....	Garden.	Cashier.....	Department store.
Laborer.....	Odd jobs.	Cashier.....	Bank.
Laborer.....	Steam railroad.	Conductor.....	Steam railroad.
Brakeman.....	Steam railroad.	Conductor.....	Street car.
Weaver.....	Cotton mill.	Farmer.....	General farm.
Laborer.....	Cotton mill.	Gardener.....	Private estate.
Doffer.....	Cotton mill.	Manager.....	General farm.
Locomotive engineer.....	Steam railroad.	Overser.....	Truck farm.
Stationary engineer.....	Lumber mill.	President.....	Life insurance co.
Fireman.....	Lumber mill.	President.....	Bank.
Fireman.....	Fire department.	Superintendent.....	Steel works.
Electrical engineer.....	Street railway.	Florist.....	Flower shop.
Carpenter.....	Car factory.	Florist.....	Flower garden.
Carpenter.....	Shipyards.	Foreman.....	Cotton mill.
Carpenter.....	House.	Newsboy.....	Street.
Teacher.....	Public school.	News dealer.....	News stand.
Machinist.....	Steel mill.	Delivery man.....	Grocery store.
Agent.....	Real estate.	Teamster.....	Express co.
Agent.....	Insurance.	Chauffeur.....	Taxicab co.
Cook.....	Hotel.	Miner.....	Private family.
Servant.....	Private family.	Laborer.....	Coal mine.
Retail merchant.....	Groceries.	Quarryman.....	Coal mine.
Wholesale merchant.....	Leather.		Marble.
Janitor.....	Apartment house.	Trained nurse.....	Hospital.

63. **Column 7. Class of worker.**—For an employer—that is, one who employs helpers other than domestic servants in transacting his *own* business—write in column 7 “E”; for a wage or salary worker, write “W”; for a person working on his own account, write “O”;

64. **Column 8. Does this person have a job of any kind?**—write “Yes,” if the person found idle expects to return to his former job. It is not necessary that there be a contract, written or oral. Thus, building-trades workers, carpenters, bricklayers, plasterers, etc., who are regularly attached to certain employers or contractors, are to be returned as possessed of jobs if their customary employer has work in sight. And men temporarily laid off at a factory, mill, or mine, are to be so returned if they expect to be taken on again in their former places. Difficulties will arise because of the length of the period of idleness. Endeavor to ascertain whether there is reason to expect the closed plant to reopen, and if so, return the individual as possessed of a job.

65. Write “No” in column 8 when the person has no job nor any promise or understanding that he will be employed. Workers who have no reasonable expectation of returning to their former jobs; those actively seeking new employment in their old occupations; those found idle who are planning to change their occupation; and those formerly attached to plants so long closed that it is improbable that they will reopen, should be reported as not having a job.

66. It is quite necessary, in connection with the unemployment inquiries, to know whether or not the person has a job. The answer to Question 8, “Does this person have a job of any kind?” is consequently of the highest importance. On the basis of the replies to this question, the cases entered on the Unemployment Schedule will be divided into two groups. For group 1, those who have a job, you must ask Questions 8 to 13 and record the answers. For those without jobs you should ask Questions 14 to 17 and record the answers. In no case should you ask both groups of questions with regard to any one person. A man either has a job (in which case the information called for by the first group should be secured), or he does not have a job (in which case the second group of questions should be asked). Be sure, however, that you get answers for *all* of the questions in one group or the other.

If this person has a job:

67. **Column 9. How many weeks since he has worked on that job?**—In answering this question, write “0” for periods less than the individual worker's regular full-time week and

omit all fractions of a week. For example, if the worker has been idle two weeks and four days, write “2.”

68. **Column 10. Why was he not at work yesterday?**—Enter the exact reason for absence from work. Make every effort to discover the correct reason. Avoid general statements and be specific. Thus, in case the individual is detained from work because of illness, you should differentiate between the sickness of the person enumerated and that of members of the family, other relatives, or friends. Write “Ill” or “Sick” if the person enumerated is idle because he is sick; write “Sickness in family,” in case the person is not at work because aiding others who are ill.

69. Distinguish carefully between voluntary and involuntary lay-offs. Write “Vol. lay-off” in case the individual has taken days off on his or her own accord or for personal reasons. In the case of workers laid off at the orders of the employers, discover and enter wherever possible the cause of the lay-off, as “Plant burned,” “Mine closed,” “Job completed,” etc.

70. Be similarly explicit in other cases. Do not confuse accidents which injure the wage earner with those which force the closing of plants or stoppage of some workmen. Write “Injured by accident” for the former and “Machinery broke down,” “Wreck,” or some similar expression for the latter.

71. Other causes will include lack of materials, supplies, equipment, or cars; weather conditions; and strikes or lockouts. (Make clear whether the worker enumerated is himself on strike or is idle because of strike by other workmen.)

72. Avoid, whenever possible, general expressions such as “Slack work,” “No work,” etc.

73. **Column 11. Does he lose a day's pay by not being at work?**—Write “Yes” in all cases where the enumerated person fails to receive the day's pay from his employer. Disregard supplementary income from tips, overtime, or bonus payments, which may be lost even though the regular wages or the basic salary may be paid for the time in question. And write “Yes” even though the loss is made up in whole or in part by income from workmen's compensation, from insurance, from trade union benefit funds, or from mutual benefit funds. When the worker does not know whether he will receive his pay or not, write “Yes.”

74. Write “No” for those who report that they will not lose any pay. This group will be made up mainly of workers on monthly or annual contracts and of those who have somewhat irregular working days and are allowed to take some time off on account of extra work rendered at other times.

75. **Column 12. How many days did he work last week?**—Write the number of days (or nights) on which the person actually worked. Include all short-time, makeshift, or supplementary jobs.

76. **Column 13. How many days in a full-time week?**—State the length of the worker's full-time week in days. Count work on a night shift as equivalent to a day although the shift may be shorter. For persons regularly and voluntarily working fewer days than a full-time week, return the number of days usually worked. Thus a woman spending the rest of her time at work in her own home may be employed as a laundress two days a week. The proper entry in such a case is "2." A railroad worker may make a run on alternate days, getting in four days one week and three the next. In such a case the proper entry is "3½." Some workers will be found working short days as well as short weeks. Thus a waitress or sales person may work in the noontime rush hours from Monday to Friday and a longer period on Saturday. For such a case the proper entry is "6."

77. Part-time employment is of three more or less distinct types, which are of widely differing significance, as follows:

Type 1.—Regular employment for a part of each day, as, for example, waitresses in lunch rooms and saleswomen who work for three or four hours each day, and in the remaining hours attend to family duties. Such persons should not be returned on the Unemployment Schedule.

Type 2.—Regular employment for a part of each week in work for which a full-time wage or salary is paid, as, for example, locomotive engineers, railway mail clerks, and others, whose exacting duties make three or four days' work the equivalent of a full-time week. Such persons should not be returned on the Unemployment Schedule, even if they happened to be not at work on the day before the call of the enumerator.

Type 3.—Employment for a part-time week on jobs which are normally full-time jobs, and for which part-time work means serious loss of wages, as, for example, day laborers or factory operatives who are paid by the day or on a piece-rate basis and who are employed only two or three days in the week. Such persons should be returned on the Unemployment Schedule, if not at work on the day before the call of the enumerator. Such persons should be returned as having jobs, with entries in Columns 9 to 13 of the schedule. The reason "why he was not at work yesterday" in such cases may be given as "plant (mine, mill) on part time."

If this person has no job of any kind:

78. **Column 14. Is he able to work?**—In deciding whether a person is able to work it is necessary to remember that there are many kinds of jobs and that many of them require little physical or mental effort. Write "Yes" if the individual is neither too young nor too old to be capable of some kind of regular employment and has no mental or physical disability which makes it impossible for him to work. It is not necessary that he be capable of heavy labor or that he be able to continue in his regular trade or operation.

79. Write "No" for those of advanced age, for the mentally weak, for those unable to work because of ill health, and for those temporarily or permanently disabled by accidents.

80. **Column 15. Is he looking for a job?**—Write "Yes" if the person is actively engaged in seeking employment, is listed by a public or private employment agency, is being represented by a trade union, or is being actively aided by parents, relatives, or friends in finding a job.

81. Write "No" for those voluntarily without a job, whether for a short time or indefinitely. Men who are resting at the end of a season's work; men who are living on the income from investments, etc.; men who are constitutionally disinclined to work; and men who have thrown up jobs to go on vacations, to enter school or college, or to undertake a business, should not be counted as seeking employment. For such persons write "No" in column 15.

82. **Column 16.—For how many weeks has he been without a job?**—Give the length of time in weeks that the individual has been without regular employment. Disregard short-time, make-shift, pick-up, or odd jobs of less than a day's duration. Unpaid labor at the person's own home or work which merely covers the person's own maintenance, as when a farm laborer (not a member of the family) does chores for his board and lodging, is not to be regarded as "a job" in answering this question.

83. **Column 17. Reason for being out of a job.**—In giving the reason for being unemployed it is desirable to separate those who voluntarily left employment from those discharged or displaced by changes in industry. Endeavor to find out and state the exact reason for being out of a job. Reasons frequently given by those who left of their own accord will include: "Seeking better pay," "Desire to enter other industry," "Dissatisfied with work or conditions," "Moved," etc.

84. Reasons frequently given by those discharged or displaced will include: "Closing of plants" (write "Mine closed,"

"Factory closed," etc.); completion of jobs; discontinuance of production of certain fabrics, materials, or commodities; introduction of machines; reduction of force because of slack or off seasons (write "Off season"); lockout; worker too old; etc.

85. The reasons for idleness or for being out a job (Questions 10 and 17) will be of great importance in interpreting the returns on the Unemployment Schedules. In general, where two or three reasons might be given, the more definite or specific should be chosen. Thus, if a factory is shut down for lack of orders it is better to return the fact that the factory is shut down, rather than the lack of orders, as the reason for the person being out of work.

86. Question 17 asks, first, for the reason why the person does not have a job, and, second, as an alternative, why he left his last job. These two reasons will often be quite different. For example, a person may have left his job six months ago because of sickness. He may still be out of a job, having fully recovered from his illness, but being unable to secure work because it is the slack season for the industry in which he is seeking employment. Where possible, you should return the reason why the man is unable to get a job now. Only when this information can not be obtained should you return the reason for losing his last job, which is sometimes easier to find out.

87. Column 18. Sex.—Write "M" for male and "F" for female.

88. Column 19. Color or race.—Write "W" for white; "Neg" for Negro; "Mex" for Mexican; "In" for Indian; "Ch" for Chinese; "Jp" for Japanese; "Fil" for Filipino; "Hin" for Hindu; and "Kor" for Korean. For a person of any other race, write the race in full.

89. Column 20. Place of birth of person.—If the person was born in the United States, or any of its outlying possessions, write "U. S." in column 20; if born in any foreign country write "For" for foreign born.

90. Column 21. Age at last birthday.—This question calls for the age in completed years at last birthday.

91. Column 22. Marital condition.—Write "S" for a single or unmarried person of whatever age, "M" for a married person, "Wd" for widowed (man or woman), and "D" for divorced.

92. Signature.—The date of completing enumeration of the sheet and your signature should be entered in the proper space after you fill the last line. You should regard your signature as a certification that the work is correct and complete. Sign no sheet until you have made it as nearly perfect as you can.

ASH # 24297

**END OF
TITLE**